

CITY OF WINCHESTER
BOARD OF PUBLIC WORKS AND SAFETY
MEETING MINUTES
TUESDAY, SEPTEMBER 3, 2013

Regular meeting @ 8:00 a.m.
Council Chambers / City Hall / 113 E. Washington St.

Pledge – Mayor Croyle
Prayer – Mayor Croyle

Mayor Croyle called the meeting to order and presided over the meeting. Clerk-Treasurer, Vicki Haney, recorded the minutes.

The Clerk-Treasurer's roll call showed two Board of Public Works and Safety members present.

Mayor Steve Croyle	
Councilor Todd Schroeder	absent
Mr. Richard Gough	

Additional Officials Present:

Bill Yost, Fire Chief and Chris Martin, Waste Water Treatment Plant Superintendent. Mike Burk, Chief, arrived at 8:40 am.

Citizens Present:

Brian Pohlar and Matthew Pierce from Hannum, Wagle, and Cline Engineering

Approval of the Minutes

Mr. Gough moved to approve the minutes of the August 20, 2013 meeting. Mayor Croyle seconded. Motion passed 2-0.

UNFINISHED BUSINESS

Residential Tax Abatement Application

At a previous meeting Mayor Croyle presented submission/applications from the Town of Yorktown and the City of Wabash. Board members were to review the documents and be prepared to adopt a similar application for the City of Winchester. Mayor Croyle moved to make the City of Winchester Residential Tax Abatement Application similar to the City of Wabash. Mr. Gough seconded. Motion passed 2-0.

Wind Turbine Project

Mayor Croyle stated the base ring is on order. The construction of the wind turbine might begin in the fall; however the project would begin in April, 2014.

NEW BUSINESS

Fire Department

Chief Yost stated Kevin Shook, was hired as a Fireman on September 2, 2012. Mr. Shook's probationary period expired on September 2, 2013. Chief Yost recommended hiring Mr. Shook as a full time fireman.

Mr. Gough moved to approve Mr. Shook for full time status as a fireman. Mayor Croyle seconded. Motion passed 2-0.

Police Department

Chie Burk requested permission to hire two reserve officers. By 2014 he would like to have five reserve offices. Mr. Gough moved to approve Chief Burk's requests of beginning the process of acquiring reserve offices. Mayor Croyle seconded. Motion passed 2-0.

State Road 32 Sanitary Sewer Relocation Project

Matthew Pierce, HWC Engineering, explained the land survey that was completed needs to be updated. The sanitary sewer was relocated when the Peach Creek Bridge was replaced. Design plans need to be prepared that meet INDOT (Indiana Department of Transportation) standards. This project includes what has been billed to date. INDOT is going to replace the road, install curbs and gutters, sidewalks, and storm sewers. The City's utilities are within the State's right of way so the City has to relocate their infrastructure. The estimated overall budget is approximately Six Hundred Thousand Dollars (\$600,000.00) for the sanitary sewer project. INDOT will reimburse the sewage utility. The City's maximum expense for the relocation of the infrastructure would be ten percent of the annual gross revenue of the Sewage Utility or One Fifty Thousand Dollars (\$150,000.00). The project is scheduled to be let for bid on February 14, 2014. Mayor Croyle stated he wants a city inspector for the project. The expense for the city inspector would be in addition to the expense of the project. The inspector would be paid an hourly rate. Board members discussed concerns regarding construction and traffic control. Mayor Croyle moved to enter into an agreement with HWC Engineering. Mr. Gough seconded. Motion passed 2-0.

Wastewater Treatment Facility Sludge Drying Beds

A Capital Improvement Plan was created in 2011 for the Wastewater Treatment Plant. The drying beds are part of the plan. Brian Pohlar, City Engineer, explained the scope of the design plans for additional sludge drying beds. The proposed improvements include four additional sludge drying beds, associated piping and a mandatory alternate bid for improvement to the existing waste dump station to allow a vactor truck disposal area. The estimated overall project cost is approximately Five Hundred Thousand Dollars (\$500,000.00). Mr. Gough moved to enter into an agreement with HWC Engineering for the Wastewater Treatment Sludge Drying Beds. Mayor Croyle seconded. Motion passed 2-0. The project is expected to be completed within a year.

Proposals for City Sidewalks

Mayor Croyle and Royce Myers, doing business at Myers Landscaping & Excavating LLC, designed a proposal for City Sidewalks in need of repair and ADA (American Disability Act) accessible. A City map was presented. The map displayed the proposed sidewalks into seven phases.

PHASE	ADDRESS	COST
Phase 1	East Side of Residence Street – Morton Park	\$8995.00
Phase 2	South Side of 4 th Street (Residence St to bridge) – Morton Park	\$20975.00
Phase 3	South Side of 4 th Street (Union St to bridge) – Morton Park	\$16225.00
Phase 4	West Side of Union Street – Morton Park	\$13875.00
Phase 5	North Side of 4 th Street (Fulks property to bridge) – Goodrich Park	\$14475.00
Phase 6	North Side of 4 th Street (Union Street to bridge) – Goodrich Park	\$8475.00
Phase 7	West Side of Union Street – Goodrich Park	\$21250.00
	TOTAL COST	\$104270.00

Mayor Croyle is recommending phase five and six be completed this fall. The location of the sidewalks is the North side of Fourth Street between Residence and Union Street (phase 5 and phase 6). Mayor Croyle moved to approve Phase 5 and Phase 6. Mr. Gough seconded. Motion passed 2-0

Wastewater Treatment Plant

Chris reported routine maintenance is being performed. Frazee Electrical began working on the lights but the bucket truck broke so the work was discontinued.

The control panel issue for the Headworks project was discussed. Matthew Pierce will continue the discussion regarding the warranty for the control panel with Attorney Cockerill.

Sewage Affidavit

Habitat for Humanity of Greater Richmond, owner of the property located at 802 N Main Street, submitted a sewage affidavit requesting the home be removed from the sewage billing because the home has sustained damage. It is Habitat's intent to rehabilitate the home. Mr. Gough moved to approve the sewage affidavit for six months. Mayor Croyle seconded. Motion passed 2-0.

Sidewalk Rehabilitation

Richard Greene, owner of the property located at 551 N East Street, submitted an application for sidewalk rehabilitation. Mr. Gough moved to approve the sidewalk rehabilitation request. Mayor Croyle seconded. Motion passed 2-0

ADA

The ADA assurances survey application was submitted. The survey is submitted yearly.

Adjournment

There being no further matters to discuss, Mayor Croyle moved to adjourn. Mr. Gough seconded. Motion passed 2-0. The September 3, 2013 meeting was adjourned at 9:22 am.

Mayor, Steve Croyle

ATTEST: _____
Vicki Haney, Clerk-Treasurer